HSP Summer 2024 Archives Internship

Position Summary:

The Historical Society of Pennsylvania seeks one individual who wishes to gain hands-on experience in archival work. This internship will focus on improving access to three photography-related collections: two collections of cased objects, including ambrotypes and daguerreotypes, and one collection of 19th-century photograph albums. The intern will catalog all three collections, using and updating existing inventories when available, improve or create descriptions for each, and then produce their respective finding aids for publication. The intern will also help identify any recently-acquired/found 19th-century photograph albums that may be suitable to add to the collection, as well as produce two social media posts highlighting their work and the collections.

Position Requirements:

Prospective interns should be currently enrolled in or a recent graduate of a master's program in library science, archival administration, or a related field. Preferred skills include: knowledge of historic photographic processes, the handling of cased photographs, and image cataloging. Experience with Archivist's Toolkit is also preferred but not necessary. Interested candidates must submit a cover letter, resume, and contact information for three references. They must also complete an interview either onsite at HSP or remotely and pass a background check. Interns who are receiving class credit for the internship must meet the requirements of the home department and make sure HSP staff knows about the requirements as well. All interns should have at least eight hours per week to devote to their internship and may work up to ten hours per week, if available.

Term: 10-12 weeks to be completed between June–September; start and end dates negotiable according to intern's availability

Application deadline: May 3, 2024

Stipend: $3,000

Contact:
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